IT Plan – Agency Submitted

638 NORTHERN CROPS INSTITUTE
Version: 2007-B-01-00638
Project: **Infrastructure**

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Agency IT Overview

Information technology (IT) is essential for NDSU Agriculture and University Extension to carry out its mission of developing and disseminating information. The entities in NDSU Agriculture and University Extension's budgets are:
* N.D. Agricultural Experiment Station (Main NDSU Campus Station)
* NDSU Extension Service
* AES component of Research Extension Centers
* Agronomy Seed Farm.

Though these entities have separate budgets, the faculty and staff are integrated and cooperate closely on work. That's why the overview and goals and objectives are coordinated and appropriate for all. Most of the faculty and staff are on the NDSU campus in Fargo, but some are at the eight Research Extension Centers (RECs), 53 county Extension offices and several area Extension offices. The College of Agriculture, Food Systems, and Natural Resources is also part of NDSU Agriculture, but the academic programs' IT plans are not included with this report since they're in the NDSU plan. Funding for Ag's academic programs is through NDSU, while funding for these entities is separate.

IT makes it possible for NDSU Agriculture and University Extension faculty and staff to communicate with the citizens they serve and with colleagues around the world. This can be done through e-mail, Web pages, video conferencing, video or audio streaming, CDs/DVDs and a variety of other media. Technology makes it possible for NDSU Agriculture and University Extension to support economic development by collecting and analyzing data; storing, retrieving and disseminating information; and developing and presenting educational programs.

IT is more than hardware, software and connectivity. Faculty and staff must be trained and provided support to use the technologies to fully utilize the capabilities.

NDSU Agriculture and University Extension will continue to collaborate closely with other entities as technologies develop – the N.D. Information Technology Department (ITD), NDSU Information Technology Services (ITS), county government and others.

Campus faculty and staff are served by NDSU's IT infrastructure. Most county Extension offices are in county courthouses where the high-speed access costs are shared or covered. However, Research Extension Centers have a monthly access fee to the state network.

Agency IT Plan Contact Data
Becky Koch
NDSU Extension Service
Director, Agricultural Communications

Agency Technology Goals And Objectives

NCI translation equipment in the NCI auditorium is 23 years old. Our goal is to replace it with modern equipment.. Additionally, staff need computers that have capacity to meet their job requirements. Computers are replaced on a rotating basis, the oldest computers being replaced first. Older computers are transferred to laboratory equipment for capturing data.

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1. **If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.**

2. **Total number of desktop computers:**   21
   Number of desktops for which you are requesting replacement funding: 3
   Average replacement cost/desktop: 1,450

3. **Total number of laptop computers:**   3
    Number of laptops for which you are requesting replacement funding: 1
    Average replacement cost/laptop: 1,960
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   24 **6**   0 **7**   0 **8**   0

4. **What percentage of these pcs are running the following operating systems:**
          (total should be equal to 100%)
Windows 98   17 **%**
Windows NT   0 **%**
Windows 2000   4 **%**
Windows XP   67 **%**
Other   12 **%**

5. **What additional expenditures are being paid out of non-appropriated funds?**   0
Please explain:

Agency Technology Activities
NDSU Agriculture and University Extension entities require quality IT
infrastructure to carry out their research and Extension activities.

Individual computers are expected to meet the hardware baseline, which
is
posted at http://www.ag.ndsu.nodak.edu/policy/it/hardware.htm. Computers
are
to be replaced based on this hardware baseline rather than on a set
number
of years of age. Computers that do not meet the minimum baseline are to
be
be replaced if it is not technically or economically feasible to repair

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or
enhance the unit.

This hardware baseline, and a similar baseline for software, is developed
by
the Ag Information Technology Advisory Group in conjunction with the
NDSU
Information Technology Services/Ag Communication Computer Services
technicians.

When hardware is no longer used, it is delivered to NDSU Information
Technology Services to be scrubbed of software before being sent to a
contractor for recycling.

When immediate maintenance is needed, staff now call the NDSU ITS help
desk.
Most repair work for off-campus offices is completed remotely.

When computers are set up, McAfee anti-virus software and Windows Update
are
set to run automatically. In addition, ITS/ACCS technicians regularly
provide in-person training at staff conferences and consult with staff
on
maintenance topics.

In October 2005, the four Ag Communication computer technicians (three
positions currently filled) were merged with the ITS desktop support and
help desk units. Bugs are still being worked out on processes, but the
goal
is to have more efficient service to Ag and University Extension
offices.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$1,900	$1,900	$0	$1,900	$1,900
IT5510	IT EQUIPMENT UNDER $5000	$20,500	$20,500	$0	$20,500	$20,500
IT6020	IT COMMUNICATIONS	$21,500	$21,500	$0	$21,500	$21,500
	Total Budget:	**$43,900**	**$43,900**	**$0**	**$43,900**	**$43,900**
001	STATE GENERAL FUND	$21,500	$21,500	$0	$21,500	$21,500
243	NORTHERN CROPS INSTITUTE FUND 243	$22,400	$22,400	$0	$22,400	$22,400
	Total Funding:	**$43,900**	**$43,900**	**$0**	**$43,900**	**$43,900**